

TITLE: ADMINISTRATIVE ASSISTANT

FLSA: Nonexempt

GENERAL SUMMARY

Performs administrative duties by providing clerical and general assistance to management. Assists with document preparation, legal research, accounting functions, financial recordkeeping, user charge billing functions, and human resource activities. Reports directly to Administrative Supervisor. Full-time position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Performs research, prepares documents, assists with scheduling and follows-up with participants in the District's Building Sanitary Service Repair Assistance Program, Overhead Sewer Reimbursement Program, Infiltration and Inflow Removal Program, and Reimbursement Program for Sewer Backups Caused by Public Sanitary Sewer Blockages.
- 2) Project assignments will typically include research, organization and document preparation in many different areas including real estate records, legal documentation, legislative compliance, records, aerial mapping resources, etc.
- 3) Responds to routine user billing inquiries and assists in all areas of user billing operations including processing user receipts, user billing file maintenance, and statements for closings and serves as a backup for the User Billing Coordinator.
- 4) Performs receptionist and secretarial duties as required.
- 5) Assists with preparation of Open House and attends Open House.
- 6) Assists with preparation for employee, staff and other meetings.
- 7) Manages and maintains Notary Public commissions and bonds for applicable District employees.
- 8) Performs other duties or special projects as assigned.
- 9) Facilitates preparation of documents for recording at the DuPage County of Recorder's Office, which may include periodic trips to the DuPage County of Recorder's Office.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Associate's degree in English, Language Arts, Journalism, Political Science or an equivalent degree combined with relevant experience. Bachelor's degree is preferred. Paralegal certification is recommended.
- 2) Requires two to five years of related work experience.

- 3) Requires good working knowledge of District ordinances, practices and procedures including familiarity with the District's Building Sanitary Service Repair Assistance Program, Overhead Sewer Reimbursement Program, Infiltration and Inflow Removal Program, and Reimbursement Program for Sewer Backups Caused by Public Sanitary Sewer Blockages. This would normally be acquired with six to twelve months of employment in the position.
- 4) Requires advanced level of knowledge in office software including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, Adobe Acrobat, document imaging applications, web-based applications and other data management systems.
- 5) Requires excellent grammar and proofreading skills. Attention to detail is a key aspect of this position.
- 6) Requires ability to operate office machines, including data and word processing equipment, calculators, copier, and other office equipment. Experience handling cash or processing other forms of payment with customers is recommended as well.
- 7) Requires knowledge of basic accounting principles normally acquired through one year of college-level accounting or equivalent work experience.
- 8) Requires strong interpersonal skills and abilities to communicate effectively both orally and in writing with co-workers, the public, contractors and outside agencies, including under difficult circumstances.
- 9) Requires ability to research and analyze information using the Internet and records kept by other agencies.
- 10) Requires ability to manage multiple tasks and prioritize work for efficient and timely completion.

PHYSICAL ABILITIES REQUIRED

- 1) Ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity.
- 2) Ability to use a keyboard to enter, retrieve, or transform words and data.
- 3) Ability to closely examine computer screen or written reports and proofread and check documents for errors.
- 4) Ability to walk, stand, or sit for an hour or more at a time for office related activities.
- 5) Requires Valid State of Illinois Driver's License and ability to operate a motorized vehicle on public roads and highways.

WORKING CONDITIONS

Normal office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements.

06/15/09, 08/24/20